

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, General Services

DATE: 4 November 1952

FROM : Chief, Building Maintenance &amp; Utilities

SUBJECT: Report of Operation by the Building Maintenance and Utilities Division during the month of October, 1952.

Volume:

1.	Requests for services processed during month of October	
A.	New Requests by memorandum or requisition	353
B.	On hand prior to October	<u>31</u>
	Total	384
C.	Written orders placed with GSA	220
D.	Number on hand no action as of 31 October	39
E.	On hand 60 days or more and not yet submitted to G.S.A.	0

2. Funds obligated (This section submitted January, April, July or October)

A.	Fourth Quarter Encumberances	
1.	Routine alterations, painting, repairs	\$18,625
2.	Special Projects	
a.	Renovations (6615)	\$20,145
b.	Renovations (Other)	<u>3,650</u>
	Total	\$23,795
3.	Protective Services (GSA Guards)	
a.	169 reimbursable posts	\$95,260
b.	25 non-reimbursable posts	
4.	Laborers and Trucks (From GSA)	
	Total Funds Obligated	<u>5,334</u>
		\$100,594

3. Sums paid to GSA during October against orders encumbered in second quarter

1.	Alterations and Installations	\$174,977
2.	Guards	1,550
3.	Laborers and Trucks	<u>2,176</u>
		\$178,703

4. Work Load Status

A.	Number of Requests on which orders have been placed but work has not been completed	
	30 days old	101
	60 days old	35
	90 days old	30
	120 days old	<u>23</u>
	Total	189

-2-

B. Orders submitted to GSA non-reimbursable

In writing	25
Verbal	<u>525</u>
	550
C. Inter-office memorandums	22
Inter-agency letters	8
D. Space moves during October	15
Total personnel moved	200
Man hours by GSA Laborers	2364
Estimated cost	\$4072



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Attachments